

# Puget Sound Region



## Evacuation and Sheltering Annex



## Regional Catastrophic Disaster Coordination Plan



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## **I. Introduction**

### **A. Purpose**

The purpose of this annex is to provide guidance for coordinating evacuation and sheltering efforts within the Puget Sound Regional Catastrophic Planning Grant Program (RCPGP) region during a catastrophic incident. The annex is intended to guide agencies within the region through the initial formation of an Evacuation and Sheltering Regional Coordination Group, provide resources to aid in sharing of situational awareness, develop guidance on facilitating policy level discussions, identify tools available for agencies to utilize for planning purposes, and identify recommendations for agencies to consider for future development.

### **B. Scope**

This annex applies to all entities that are responsible for providing or coordinating evacuation and sheltering activities in the Puget Sound Regional Catastrophic Planning Grant Region. This annex addresses the coordination of information and recommendations for evacuation and sheltering activities within the Puget Sound Region; from the planning, response, and recovery phases of such issue.

This annex is not intended to provide operational direction, rather it is intended to provide guidance on issues that may arise prior to, during, and after the onset of a catastrophic incident.

### **C. Anticipated Situation**

The initial focus for government and mass care agencies in the impacted areas will be on caring for the large and growing sheltered populations. A substantial number of survivors in destroyed or damaged homes are expected to move under their own power to existing shelters and other intact structures to seek food and shelter. Conditions in these shelters may rapidly degrade as the growing demand for resources will rapidly diminish local supply for feeding, health, and sanitation.

It is anticipated, that the supply of external resources will not begin arriving in the region until several days after the disaster occurs. The anticipated delay in arrival of resources calls for close coordination throughout the region to accommodate the needs of those affected within the region.



## II. Initial Coordination

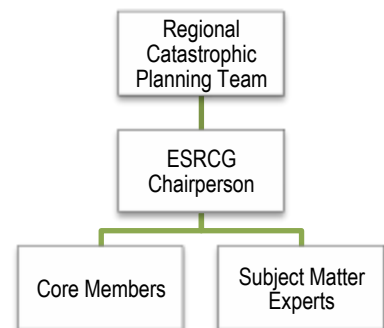
### A. Evacuation and Sheltering Regional Coordination Group

Evacuation and sheltering is a complex issue when performed by a single jurisdiction. It becomes an even more complex issue when a disaster of a catastrophic magnitude crosses jurisdictional boundaries. It is recommended when evacuation and sheltering activities occur within the region, as defined by the Regional Catastrophic Planning Grant Program (RCPGP), a coordination group is formed to address issues that may arise from an evacuation involving more than one jurisdiction or county within the Puget Sound Region.

The Evacuation and Sheltering Regional Coordination Group (ESRCG) should be comprised of a multi-jurisdictional, multi-discipline team of subject matter experts from throughout the Puget Sound Region.

### B. Membership

The Evacuation and Sheltering Regional Coordination Group is intended to be a voluntary multi-jurisdictional, multi-discipline team of subject matter experts in evacuation and sheltering from the region. Members should have an in-depth understanding of previous planning efforts, operational experience, and the ability to effectively communicate the response goals of their agency.



#### 1. Core Membership

Core membership in the group should be predetermined by each jurisdiction or group involved in the pre-planning, response, and/or recovery phases of the incident. Typically, core members are the lead coordinator for evacuation and sheltering activities within their agency. Key Agencies to be represented include governmental agencies of the RCPGP region, state and federal government organizations, non-governmental organizations (NGOs), and other key stakeholder groups. Membership in the group is voluntary.

Core members are responsible for supporting the overall ESRCG objectives outlined below. The core membership may consist of representatives from participating jurisdictions including:

- ✓ Evacuation and sheltering leads (counties and cities may default to their ESF 6 representative)
- ✓ Representative from non-governmental organizations such as the American Red Cross, Salvation Army, Southern Baptists, etc.
- ✓ ESF #1 – Transportation provides transportation technical assistance and analysis for evacuation operations and evacuation route conditions.
- ✓ ESF #3 – Public Works and Engineering ensures debris removal and clearance of evacuation routes.
- ✓ ESF #5 – Emergency Management provides situational awareness of and coordination of mass evacuation efforts.
- ✓ ESF #6 – Provides information and coordination in the nonmedical mass care aspects required for mass evacuations, including housing and human services.
- ✓ ESF #7 – Logistics Management and Resource Support provides goods and services to support evacuation efforts and transportation services.

- ✓ ESF #8 – Provides supplemental assistance to tribal and local governments in identifying the public health and medical needs of victims, to include patient evacuation and child reunification with appropriate adult.
- ✓ ESF #11 – Agriculture and Natural Resources provides information and coordination for the evacuation of household pets.
- ✓ ESF #13 – Public Safety and Security provides support of State, tribal, and local public safety and security measures (e.g., crowd control, traffic direction, and control of contra flow lanes used in evacuations).
- ✓ ESF #15 – Ensures that sufficient County and Local assets are deployed to the field to provide accurate, coordinated, and timely information to affected audiences.
- ✓ Other subject matter experts as needed such as emergency feeding agencies, animal rescue agencies, etc.

## 2. Group Chairperson

The ESRCG will appoint a chairperson or leader from the core membership. This person may be identified ahead of time, and/or at the time of activation, depending on the availability of membership. The chairperson is responsible for arranging group meetings, facilitating conversation, and providing communication to the Regional Catastrophic Planning Team (RCPT) when requested.

## 3. Subject Matter Experts

The ESRCG has the flexibility to call on a variety of subject matter experts (SMEs) during any phase of operations to provide guidance, on an as-needed basis, depending on the type of incident and the jurisdictions involved. SME advisors should provide advice and guidance on issues in order to assist the group in developing recommendations. Potential SME advisors include, but are not limited to, the following subjects:

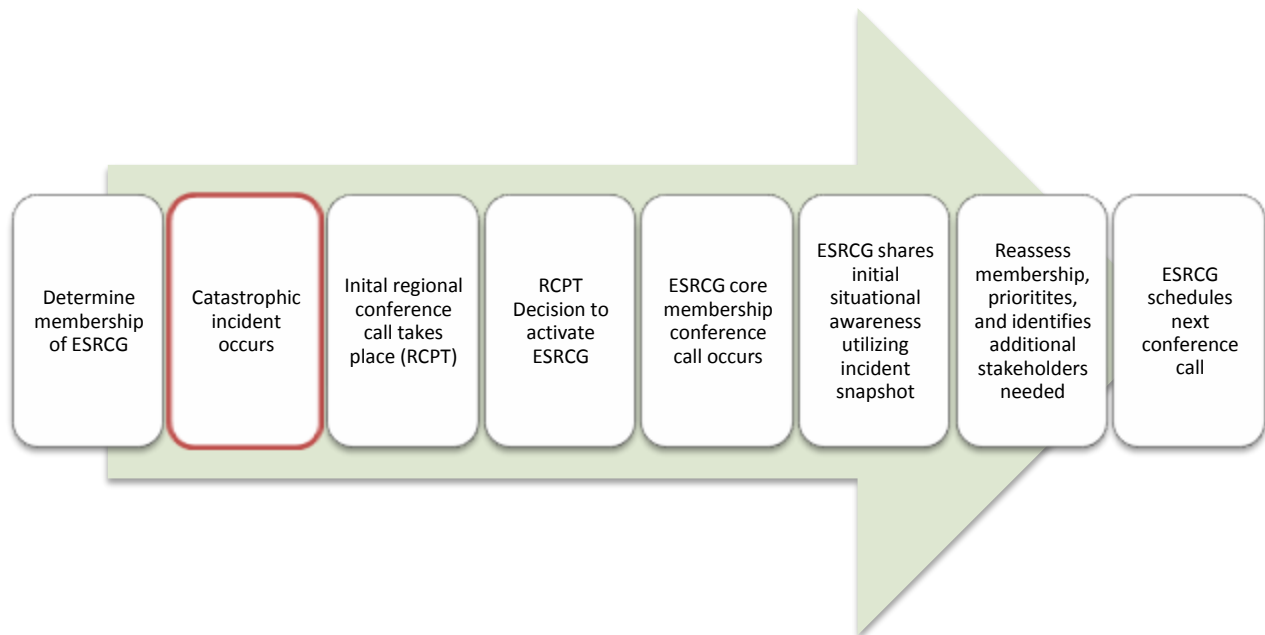
- Mass Feeding
- Household Pets and Service Animals
- Complex Sheltering
- Civil Rights and Accessibility
- Children and Aging
- Public Health
- Department of Agriculture Emergency Food Assistance Program (TEFAP)
- Department of Transportation
- Others, as deemed appropriate by the core members of the ESRCG

A membership list should be maintained by the Pierce County Department of Emergency Management, and should be updated annually to ensure the best accuracy.

## C. Activation

The triggering mechanism of the Evacuation and Sheltering Regional Coordination Group is the onset of a catastrophic disaster as described in the Regional Coordination Plan, or when one jurisdiction determines the need to activate the coordination group to support activities within the region. The activation of the group may occur during a

regional conference call held by the Regional Catastrophic Planning Team (RCPT), or when the need to form the group is requested by a jurisdiction within the Puget Sound Region.



Other potential triggers for implementation of the ESRCG may include:

- ✓ Pre-incident multi-jurisdictional planning need
- ✓ Mass evacuation order
- ✓ Mass sheltering operation
- ✓ Potential for catastrophic loss life
- ✓ Designation as host community for persons displaced by catastrophic event

The ESRCG consists of a core membership that convenes virtually (typically via a conference call) whenever this annex is implemented.

#### **D. ESRCG Meeting Format**

The Evacuation and Sheltering Regional Coordination Group typically meets virtually during a catastrophic incident through the use of teleconferencing capabilities. The Chairperson should assign a member to type meeting minutes. Group Chairperson will moderate the discussion and ensure that specific tasks are addressed. The following discussion format is followed during the meeting:

- The ESRCG Coordination Group Chairperson introduces a topic
- Core members and SME advisors discuss the specific topic and its implications for the region, and identify options or potential solutions

- The ESRCG Chairperson, in collaboration with core members, develops a consensus-based recommendation to address the specific topic
- Each representative provides this input to their respective agency
- The ESRCG Chairperson should schedule the next ESRCG meeting before the group adjourns.

A sample meeting agenda is outlined below:

Meeting Agenda	
1.	Roll Call
2.	Approve agenda and goals for the meeting
3.	Review of current situation (ISNAP and Situation Reports from participating agencies)
4.	Status of current activities
5.	Emerging regional policy level issues
6.	Discussion of evacuation specific issues impacting the region
7.	Sharing of best practices
8.	Additional support needed by the ESRCG
9.	Next meeting time

#### E. ESRCG Goals

Members of the Evacuation and Sheltering Regional Coordination Group are responsible to provide information from their agency in order to develop a unified evacuation and sheltering outlook prior to, during, and after an incident occurs. Upon activation the participants on the initial ESRCG conference call should consider the following goals:

- ✓ Establish situational awareness
- ✓ Facilitate information sharing to gain a common operating picture
- ✓ Identify planning concerns, gaps, and needs
- ✓ Establish goals and objectives for the group
- ✓ Coordinate with private and non-profit sectors
- ✓ Coordinate with Federal programs and support functions
- ✓ Provide public information recommendations to the regional Joint information System (JIS)

#### F. ESRCG Considerations for Discussion

Generally the primary considerations for discussion should include gathering of situational awareness through discussion of each jurisdiction's current situation and may utilize different tools to assist in gaining awareness. One tool which may be used to provide an assessment is the Incident Snapshot (ISNAP). This tool can guide the discussion through a format that each jurisdiction utilizes. The ISNAP should include an assessment of the overall impact to County/Tribe (cities will roll up into each county's report):

RED	YELLOW	GREEN	BLACK
Critical	Significant	Limited	Unknown

While the ISNAP is intended to assess broad scale impacts and can guide the discussion, it is important to consider assessment from other sources such as situation reports and situation summaries from each jurisdiction. Consider impacts identified in the ISNAP and related them to how they impact evacuation and sheltering issues:

Impacts from ISNAP	Considerations for ESRCG discussion
Government Infrastructure	Have key policy issues been discussed surrounding host community, pass through communities, mass feeding, sheltering locations, and accessibility?
Transportation	Is there major infrastructure damage on roadways, overpasses and bridges that may impact flow of evacuees? What mass transportation resources are available to assist with the mass movement of those seeking shelter? Have there been transportation considerations for people with access and functional needs? Are pass-through communities aware of the potential transportation impacts that may be on the way?
Utilities	Is alternative power available where regional shelters are located? Is there sewer and water contamination? <b>Does the alternative power support, elevators, HVAC or lights only?</b> <b>Is the local sewer system able to accommodate the shelter population numbers?</b> <b>Is facility sewer system dependent on electric lift pumps?</b> <b>Are port-a-potties readily available at the site? Including ADA accessible?</b> <b>Is the local water system stable and potable?</b> <b>Are the utilities impacting the communications, wireless internet, telephone, radio access?</b>
Medical	Do the regional shelters co-locate medical and general populations? Have accommodations been made for populations with access and functional needs? Have medical needs shelters been identified? Are feeding operations necessary at the facility?
Communications	Has a regional JIS been activated to ensure clear and uniform dissemination of information? Are there communications systems available at the facilities? How are evacuation routes being communicated? Are evacuees able to receive information while en-route to a shelter?
Public Safety	Are there public safety concerns related to security of sheltering facilities, and safety of evacuees during travel? Are there facility security considerations? Are there health and sanitation concerns in the area where evacuees are being directed?
Environment	Are there any environmental threats restricting the ability for some to evacuate? If so, is sheltering in place a wise alternative?

A discussion of issues that may be identified as needing to be coordinated regionally:

Key issues that may be coordinated regionally by the ESRCG	
✓	Shelter opening sequence, locations, capacity, and demobilization

✓	Evacuation routes, pass through routes, and inter-jurisdictional traffic planning
✓	Public information priorities to be communicated through the JIS
✓	Common logistical elements needed

### G. Task Forces

The ESRCG may determine the scope of certain issues requires the formation of task forces in support of a specific need. Task forces may be formed when the burden of work exceeds the group's capabilities or subject matter expertise. Task forces provide a more focused scope of work in order to provide coordination and assistance with recommendations to the ESRCG group membership. Task forces may be formed to address issues such as:

Task Forces	
✓	Household Pets and Service Animals
✓	Host Community Planning
✓	Re-Entry Planning
✓	Mass Feeding
✓	Complex Sheltering/Mega Sheltering
✓	Access and Functional Needs

### H. Policy Issues

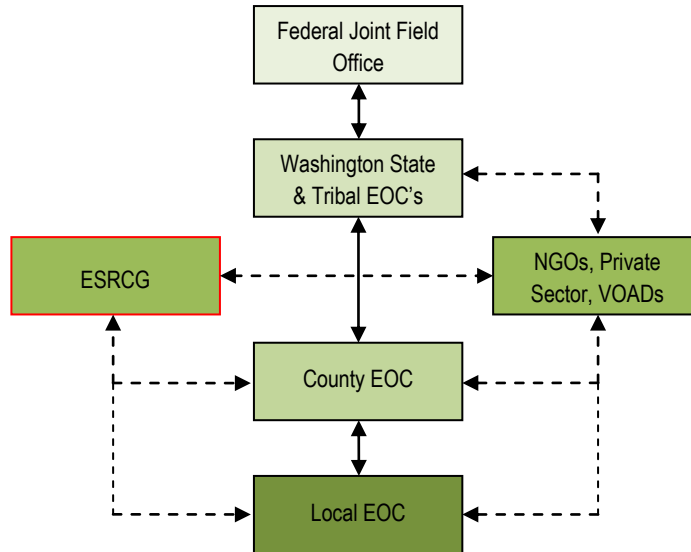
The following are examples of potential strategic or policy-level issues that may be appropriate for consideration by the Evacuation and Sheltering Regional Coordination Group during the planning, response, and recovery from a catastrophic incident.

- ✓ Providing regional situational awareness for the Evacuation and Sheltering
- ✓ Developing regional complex shelters for to support mass sheltering across multiple communities
- ✓ Developing recommendations for evacuation and sheltering priorities when multiple incidents are occurring across jurisdictions within the region
- ✓ Considerations for host community impacts on infrastructure
- ✓ Development of pass through community traffic plans
- ✓ Implications on how evacuation and sheltering issues impact other RCPGP annexes
- ✓ Inclusion of evacuees into schools/education systems
- ✓ What jurisdiction is responsible for costs associated with evacuation and sheltering
- ✓ Household pets and service animal acceptance policies

### I. Coordination with Incident Management Entities

While the ESRCG is comprised of members from a variety of agencies, it is important to utilize existing linkages defined within the National Incident Management System. The figure below shows the formal pathway for incident management coordination and support (designated by solid black lines), which flows from local jurisdictions to their respective County Emergency Operations Center (EOC), then to the State EOC, Tribal EOCs, and finally to the Federal Government.

The ESRCG does not usurp or infringe upon this coordination structure. Instead, the ESRCG provides a mechanism for evacuation and sheltering leads to share information and to develop regional situational awareness and recommendations on issues related to evacuation and sheltering topics.





### III. Resources

There are many different of resources available to agencies in the region that may augment the tools they currently have in use. Below is a list of potential resources that can be used region wide to assist in an evacuation and sheltering incident.

#### A. National Shelter System with Shelter Locations Map and Matrix

The National Shelter System (NSS) is a web-based data system that contains profiles of emergency shelters and facilities nationwide. It allows users to identify, track, analyze, and report on disaster preparedness and operations data. Shelters can be associated with FEMA Disaster numbers or American Red Cross Disaster Relief Operation numbers. It also can be used to support day-to-day shelter management in response to a disaster of any size.

All current registered and potential shelter locations can be found in the NSS. This includes shelters designated under the American Red Cross and through FEMA.

The major functions of NSS	
Identify Shelters	NSS captures shelter information to create profiles for shelters around the United States. Following is a short list of the data collected: Shelter address, Evacuation capacity, Availability dates, and ADA compliance.
Track Shelter Operations	NSS allows shelter operators to collect and track information on the day-to-day operations of an active shelter. Information collected includes the number of meals or snacks served, and population statistics by age and need evaluation.
Analyze Shelters	NSS information can be analyzed during planning, preparedness, response to and recovery from a disaster. Some information that is collected in NSS that are valuable during their processes include: Population history, Accessibility information, Meals served, and Household pet accommodations.
Report on Shelters	NSS provides reports to assist users in analyzing information. Reports include: Shelter population, Ad Hoc Reporting based on data required, Shelter Mapping and Operations.

The login page is at <https://portal.fema.gov>, but log-in permission comes from the local Emergency Management office/department POC, who then sends application for approval to WA Emergency Management Division, and then to the FEMA Regional POC.

#### B. Evacuation & Route Identification

Primary evacuation routes consist of the major interstates, highways and major arterials within the Region. Local jurisdictions will work with the State EOC, law enforcement officials, WSDOT, WSP, public works departments, and other applicable agencies/departments to identify evacuation points and transportation routes, particularly for use in 'notice' events, where infrastructure in many areas may remain intact. In addition, transportation points will be identified to collect and transport those people without transportation resources to evacuation points.

It will be necessary to identify evacuation points before evacuation routes are announced to the public. Evacuation routes will be determined based on the location and extent of the incident and will include as many pre-designated transportation routes as possible.

Important roadway characteristics and factors to be considered when selecting an evacuation route	
✓	Shortest route to the designated destination area
✓	Maximum capacity of roadway, travel lanes open
✓	Ability to increase capacity and traffic flow using traffic control strategies

✓	Maximum number of lanes that provide continuous flow through the evacuation area
✓	Availability of infrastructure to disseminate real-time conditions and messages to evacuees en route, such as variable messaging signs
✓	Minimal number of potentially hazardous points and bottlenecks, such as bridges, tunnels, lane reductions, etc.

Traffic conditions must be monitored along evacuation routes and operational adjustments should be made as necessary to maximize throughput. These adjustments may include the identification of alternative evacuation routes.

The primary evacuation routes in the Puget Sound region will rely on the existing infrastructure. There are several major evacuation routes throughout the area, however based on the type of incident modes of transportation may vary.

Potential modes of transportation during an evacuation
Local Roadways
Highways
Private vehicles
On-road transit (bus and para-transit vehicles)
Commuter and regional rail systems
Ferries
Pedestrian movement

Additional resources including a planning overview, template, and planning checklist can be found in the appendix to aid in the development of local plans.

### **C. Catastrophic Incident Snapshot (ISNAP) for Counties and Tribal Governments**

As outlined in the Coordination Plan the standard tool for counties and tribal governments to report status for shared situational awareness will be the ISNAP. This tool can be found at:

<http://www.seattle.gov/emergency/programs/regional/> or by [double clicking here](#).

#### D. List of Mass Notification Systems in the Puget Sound

System	Communities Served	Description	Capabilities	Owner and Contact Info
MyStateUSA	Statewide	State duty officer notifications	911 database and landlines only	WA EMD Duty Officer 800-258-5990
	King County		911 database and landlines only	King County OEM Duty Officer
	Snohomish County		911 database and landlines only	Snohomish County Duty Officer
	Island County (Whidbey and Camano Islands and City of Oak Harbor)	Emergency and community alerts	911 database and landlines only	Island County DEM
Everbridge (PC ALERT)	Pierce County	Emergency and community alerts	911-database (landlines) and Opt-in	Pierce County DEM Duty Officer 253-798-7470
Everbridge (PC WARN)	Pierce County groups	Specified groups w/in Pierce County – i.e. Public Safety, Health, SAR	Opt-in	Pierce County DEM Duty Officer 253-798-7470
Code Red	City of Puyallup	Emergency and community alerts	911-database (landlines) and Opt-in	Puyallup DEM Merle Frank
	City of University Place	Public safety-focused alerts	911-database (landlines) and Opt-in	City of UP Public Safety Jennifer Hales
	City of Auburn	Emergency and community alerts	911-database (landlines) and Opt-in	City of Auburn Sarah Miller 253-876-1909
	City of Kent	Emergency and community alerts	911-database (landlines) and Opt-in	
	City of SeaTac	Emergency and community alerts	911-database (landlines) and Opt-in	
	City of Federal Way	Emergency and community alerts	911-database (landlines) and Opt-in	
	City of Renton	Emergency and community alerts	911-database (landlines) and Opt-in	
Reverse 911	Bellevue, Kirkland, Mercer Island, Clyde Hill, Medina, Woodinville, Shoreline, Bothell, Northshore, Snoqualmie, Fall City, Duvall, Redmond, Skykomish, and Issaquah	Emergency and community alerts	911-database (landlines) and Opt-in	NORCOM

	Snohomish County	Emergency and community alerts	911-database (landlines) and Opt-in	Snohomish County Duty Officer
Telecom Recovery	Nisqually Tribe		911-database	Telecomrecovery.com
Emergency Alert System (EAS)	Region-wide	Emergency alerts over TV and radio		State and local EOC
NOAA Weather Radio	Region-wide	Radio alerts on specific radio channels; requires purchase and programming by user	Dependent upon radio signal reception	NOAA
Mapstorm ENS (Emergency Notification System)	Skagit County	Reverse 9-1-1 type system	9-1-1 database and opt-in for cell phone/wireless device	Skagit 9-1-1
Skagit County Email List-Serve	Skagit County	Email/cell phone/wireless device alerting & public information	Only opt-in	Skagit County Information Services
Global Connect	Mason County	(through the end of 2010 – reviewing three other systems for future use)	Only opt-in	Mason County Division of Emergency Management
All Hazards Alert and Broadcast (AHAB) sirens	City of Oak Harbor	Siren for outdoor alert/warning	Wail, other sounds, and verbal instructions	Dave Hollet, Island County DEM and Emergency Manager, City of Oak Harbor
	Pierce County – Lahar inundation zone in Puyallup River Valley	Siren for outdoor alert/warning	Wail, other sounds, and verbal instructions	Pierce County DEM, Washington EMD, and LESA (dispatch center)
	City of Tukwila	Siren for outdoor alert/warning	Wail, other sounds, and verbal instructions	City of Tukwila
PIER System	Kitsap County	Voluntary sign up for Alert and Warnings, monthly preparedness messages. Also used as first responder call out	Only opt-in	Kitsap County DEM
	Thurston County			Thurston County DEM

## E. Regional Transportation Resources and Contracts

Agency	Contact Person	Phone #	Email Address	# of Vehicles	Maximum Seated Passengers	Wheelchair Positions	Total # Passengers
Community Transit	Dawn Asselin	425-438-6170	<a href="mailto:Dawn.Asselin@commtrans.org">Dawn.Asselin@commtrans.org</a>	199	39	-	7,761
Everett Transit	Marc Bolland	425-257-8911	<a href="mailto:Mbolland@ci.everett.wa.us">Mbolland@ci.everett.wa.us</a>	77	202	-	2,253
Intercity Transit	Jim Merrill	360-705-5889	<a href="mailto:jmerrill@intercitytransit.com">jmerrill@intercitytransit.com</a>	96	111	-	2,588
Island Transit	Phyllis Brett	360-678-9532	<a href="mailto:brett@islandtransit.org">brett@islandtransit.org</a>	65	156	-	1,678
King Co Depart of Trans	Edie-Mae Mariano-Rapanan	206-263-3140	<a href="mailto:Edie-Mae.Mariano@kingcounty.gov">Edie-Mae.Mariano@kingcounty.gov</a>	1,440	66,403	-	66,403
Kitsap Transit	Hayward Seymore	360-478-6229	<a href="mailto:HaywardS@KitsapTransit.com">HaywardS@KitsapTransit.com</a>	539	8,443	446	8,889
Mason County Transportation Authority	Jay Rosapepe	360-426-9434 X110	<a href="mailto:jrosapepe@masontransit.org">jrosapepe@masontransit.org</a>	40	51	-	1,051
Pierce Transit	Sandy Beyers	253-581-8012	<a href="mailto:sbyers@piercettransit.org">sbyers@piercettransit.org</a>	272	6,348	596	6,944
Seattle Department of Transportation	Rodney Maxey	206-684-0150	-	-	-	-	-
Seattle Monorail Services	Thomas Ditty	206-905-2601	<a href="mailto:thomd@seattlemonorail.com">thomd@seattlemonorail.com</a>	2	250	-	500
Skagit Transit	Mari Nelson	360-757-8801 X227	<a href="mailto:mnelson@skagittransit.org">mnelson@skagittransit.org</a>	46	1,123	113	1,236
Sound Transit	Peregrin Spielholz	206-398-5000	<a href="mailto:peregrin.spielholz@soundtransit.org">peregrin.spielholz@soundtransit.org</a>	339	26,147	-	26,147
Northwest Regional Council	Judy Shantz	360-676-6749	<a href="mailto:shantje@dshs.wa.gov">shantje@dshs.wa.gov</a>	116	811	60	876
King County: Hopelink	Lynn Moody	425-943-6764	<a href="mailto:lmood@hope-link.org">lmood@hope-link.org</a>	-	-	-	-
Buckley Senior Center	Jennifer Bacon	360-829-0190	<a href="mailto:seniorcenter@cityofbuckley.com">seniorcenter@cityofbuckley.com</a>	1	14	-	14
Camano Island Senior Services Assoc	Karla Jacks	360-387-0222	<a href="mailto:karla.jacks@camanocenter.org">karla.jacks@camanocenter.org</a>	2	21	-	21
Catholic Community Services/Volunteer Chore Service	Jodie Moody	253-502-2741	<a href="mailto:jodiem@ccsww.org">jodiem@ccsww.org</a>	-	-	-	-
Mt. Si Senior Center	Jonathan Nelson	425-888-7001	-	5	38	-	62
Neighborhood House	Bill Eby	206-461-8430 x237	<a href="mailto:bille@nhwa.org">bille@nhwa.org</a>	10	104	6	110
Northshore Senior Center	Jim Seeks	425-286-1026	<a href="mailto:jims@seniorservices.org">jims@seniorservices.org</a>	18	30	5	245
Northwest	John Sigala	253-988-3809	<a href="mailto:nwconnections@transpro.org">nwconnections@transpro.org</a>	5	31	-	76

Connections							
Pierce County Paratransit Services	Ann Kennedy	360-377-7176 X325	<a href="mailto:atk@paratransit.net">atk@paratransit.net</a>	208	848	191	1,039
Pierce County Community Action	Sherry Martin	253-798-3835	<a href="mailto:smartil@co.pierce.wa.us">smartil@co.pierce.wa.us</a>	-	-	-	-
Senior Services (King County)	Cindy Zwart	206-727-6255	<a href="mailto:cindy@seniorservices.org">cindy@seniorservices.org</a>	-	-	-	-
Senior Services of Snohomish Co.	Thomas Dietz	425-290-1272	<a href="mailto:tdietz@sssc.org">tdietz@sssc.org</a>	69	994	-	994
Solid Ground	Mary Benson	206-694-6700	<a href="mailto:maryb@solid-ground.org">maryb@solid-ground.org</a>	-	-	-	-
Squaxin Island Tribe	John Taylor	360-462-3500	<a href="mailto:jtaylor@squaxin.nsn.us">jtaylor@squaxin.nsn.us</a>	4	58	-	116
Stillaguamish Tribe Transit Services	Cynthia Derrick	360-629-0503	<a href="http://www.stillaguamish-transit.com">www.stillaguamish-transit.com</a>	8	48	5	56
Together	Karen Parkhurst	360-956-7575 x2522	<a href="mailto:parkhuk@trpc.org">parkhuk@trpc.org</a>	-	-	-	-
Transia	Idris Elhamar	206-624-3426	<a href="mailto:transia@aol.com">transia@aol.com</a>	29	46	-	438
Upper Skagit Indian Tribe	Donna Schopf	360-854-7040	<a href="mailto:donnas@upperskagit.com">donnas@upperskagit.com</a>	16	32	-	87
Volunteers of America	Bill Brackin	425-609-2213	<a href="mailto:bbrackin@voaww.org">bbrackin@voaww.org</a>	-	-	-	-
Travel WA Dungeness /Olympic Bus	Jack Heckman	360-417-0700	<a href="mailto:jackheckman@olypen.com">jackheckman@olypen.com</a>	4	49	-	99
Greyhound Lines	Gary Fessler	206-390-4982	<a href="mailto:gary.fessler@greyhound.com">gary.fessler@greyhound.com</a>	27	110	-	1,485
Washington State Ferries Division	Helmut Steele	206-515-3474	<a href="mailto:hsteele@wsdot.wa.gov">hsteele@wsdot.wa.gov</a>	20	9,305	-	30,881
<b>Totals (As of May 2010)</b>				<b>3,657</b>	<b>121,812</b>	<b>1,422</b>	<b>162,049</b>

**F.      ESRCG Meeting Agenda Example**

Meeting Agenda	
1.	Roll Call
2.	Approve agenda and goals for the meeting
3.	Review of current situation (ISNAP and Situation Reports from participating agencies)
4.	Status of current activities
5.	Emerging regional policy level issues
6.	Discussion of evacuation specific issues impacting the region
7.	Sharing of best practices
8.	Additional support needed by the ESRCG
9.	Next meeting time



## **IV. Tools**

### **A. Templates and Guides**

1. The Mass Evacuation Incident Annex to the National Response Framework  
[http://www.fema.gov/pdf/emergency/nrf/nrf\\_massevacuationincidentannex.pdf](http://www.fema.gov/pdf/emergency/nrf/nrf_massevacuationincidentannex.pdf)
2. King County UASI Evacuation Template  
<http://www.kingcounty.gov/safety/prepare/EmergencyManagementProfessionals/Plans/EvacuationTemplate.aspx>
3. FEMA Evacuee Support Planning Guide  
[http://www.fema.gov/pdf/government/evacuee\\_support\\_guide.pdf](http://www.fema.gov/pdf/government/evacuee_support_guide.pdf)
4. FEMA: Orientation Manual for First Responders on the Evacuation of People with Disabilities  
[http://www.acf.hhs.gov/nccd/reports\\_studies/resources/FA-235-508.pdf](http://www.acf.hhs.gov/nccd/reports_studies/resources/FA-235-508.pdf)
5. Reuniting Fractured Families after a Disaster: The Role of the National Center for Missing & Exploited Children  
[http://www.acf.hhs.gov/nccd/reports\\_studies/resources/S442.pdf](http://www.acf.hhs.gov/nccd/reports_studies/resources/S442.pdf)
6. Recommendations for a National Mass Patient and Evacuee Movement, Regulating, and Tracking System  
[http://www.acf.hhs.gov/nccd/reports\\_studies/resources/natlsys.pdf](http://www.acf.hhs.gov/nccd/reports_studies/resources/natlsys.pdf)
7. National Center for Missing and Exploited Children: Natural Disasters  
[http://www.missingkids.com/missingkids/servlet/PageServlet?LanguageCountry=en\\_US&PagelId=3252](http://www.missingkids.com/missingkids/servlet/PageServlet?LanguageCountry=en_US&PagelId=3252)
8. Federal Highway Administration: Evacuating Populations with Special Needs  
[http://www.acf.hhs.gov/nccd/reports\\_studies/resources/fhwahop09022.pdf](http://www.acf.hhs.gov/nccd/reports_studies/resources/fhwahop09022.pdf)
9. National Fire Protection Association: Personal Emergency Evacuation Planning Tool for School Students with Disabilities  
[http://www.acf.hhs.gov/nccd/reports\\_studies/resources/EvacStudentDisabilities.pdf](http://www.acf.hhs.gov/nccd/reports_studies/resources/EvacStudentDisabilities.pdf)



## **V. Recommendations**

### **A. National Mass Evacuation Tracking System**

The National Mass Evacuation Tracking System (NMETS) is the recommended system to track evacuees during a catastrophic incident. NMETS is composed of both manual and computer-based systems that are designed to assist States in tracking the movement of transportation-assisted evacuees, their household pets, luggage and medical equipment during evacuations.

The System includes three distinct evacuation support tools that can be used during an incident affecting the region:

- Paper Based and Low Tech
- Handheld System
- Advanced Technology

During enrollment, RFID (radio frequency identification)/barcode wristbands are given to evacuees and their possessions. The wristband numbers are used to link all household members and their possessions electronically in the system. The wristbands, which contain a unique identifying number that is associated to an evacuee's information, are scanned at each site to record the evacuee's location and departure/arrival times. This information may be used to create transportation manifests, determine sheltering requirements and inform operational decision-making regarding the allocation of emergency resources.

### **B. Mega-Shelter Planning**

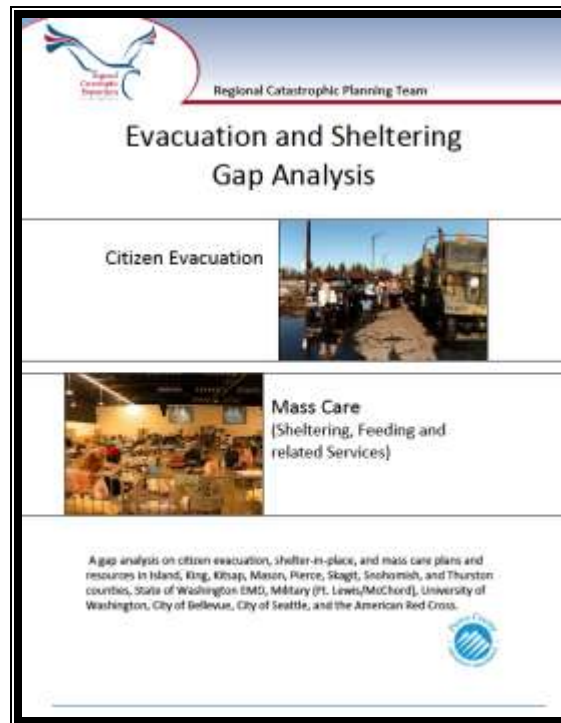
One of the major gaps identified in the planning process is the identification of mega-shelter sites and planning surrounding a regional mega shelter concept in the Puget Sound Region. The concept of operating multiple small scale shelters in the region may stress the support system for sustained sheltering activities in a catastrophic incident. A mega shelter would allow resources to be focused to single sites. It is recommended that future planning efforts include the development of a regional mega sheltering concept.

The International Association of Venue Managers (IAVM) and the American Red Cross have collaborated to enhance the planning processes and preparedness for mega-sheltering and, in partnership with many stakeholders, have produced *The Mega-Shelter Planning Guide*. The purpose of the guide is to provide public assembly venues, their communities, emergency managers, shelter operators, and the many others who may be involved in a mega-shelter's operation with a comprehensive guide to formulate and implement plans and procedures. The guide is designed to be a resource in all phases of mega-sheltering – planning, preparedness, readiness, response and recovery and includes specific sections that provide action steps for each of these phases. The *Mega-Shelter Planning Guide* is a valuable resource for shelters of all sizes and for all stakeholders. The guide can be found at: <http://www.iavm.org/cvms/pdf/MSPG-11'15'2010.pdf>



## VI. Appendices

### A. Evacuation and Sheltering Gap Analysis (Snapshot)



**B. Planning Considerations for High Risk Individuals in the Puget Sound Region**



**Planning Considerations  
for High Risk Individuals  
in the Puget Sound Region**

**April 20, 2010**

## C. Sheltering for Household Pets and Service Animals

*Puget Sound Household Pet and Service Animal Annex Template*

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### Household Pet and Service Animal Annex

This template is designed to assist jurisdictions in the Puget Sound Region with developing a Household Pet and Service Animal Annex. The template follows the format established in the Federal Emergency Management Agency's (FEMA) *Comprehensive Preparedness Guide (CPG) 181 Version 2.0: Developing and Maintaining Emergency Operations Plans*, dated November 2010. Please note that this template contains sample language that can be discarded or used in part or whole at the decision of the jurisdiction. **Bold text** is guidance information and regular text is sample language. All underlined text must be replaced with jurisdiction-specific input. Please delete this paragraph when finalizing your document.

I. **Purpose, Scope, Situation, and Assumptions**

A. **Purpose**

(This section of the Annex should contain a general statement of the Annex's purpose. The purpose section should also be supported by a brief synopsis of the Annex and any supporting appendices. The following is sample language.)

This Annex provides guidance for the various departments and agencies within (Name of Jurisdiction) with a general concept of potential emergency assignments to ensure the rescue, care, shelter, and essential needs of individuals with household pets and service animals and to such animals.

B. **Scope**

(This statement describes the departments and agencies this Annex applies to and the general operating parameters. Definitions included in this section need to be modified by each jurisdiction to match their overall emergency policies regarding the shelter and care of household pets. Shelter types that will not be followed by the jurisdiction should be deleted. The following is sample language.)

This Annex applies to all departments and agencies within (Name of Jurisdiction) along with the private sector and volunteer organizations. This Annex also governs external support agencies responding within the jurisdiction to a disaster or emergency situation involving the rescue, evacuation, shelter, or care of household pets.

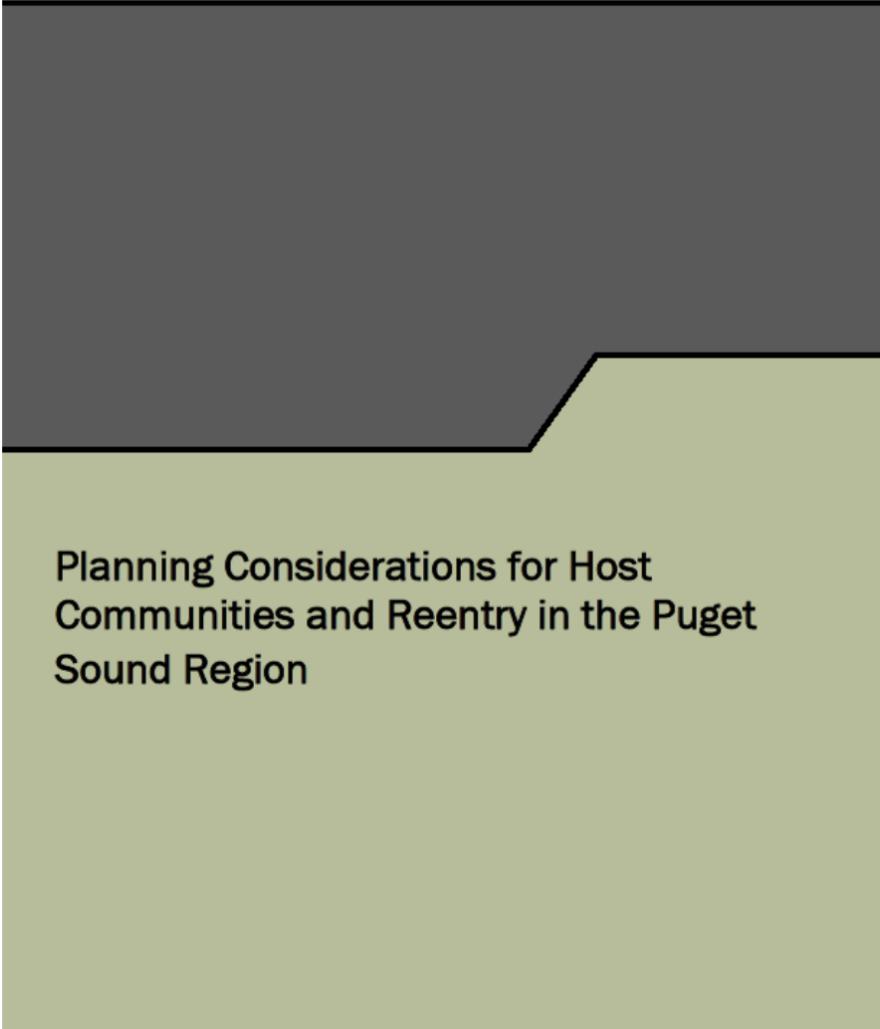
Congregate household pet shelters will provide protection from the elements, as well as for food, and water for all evacuated and rescued household pets. Congregate household pet shelters will also coordinate emergency veterinary services and assess the need for decontamination to protect the welfare of such animals. The following definitions guide the scope of the jurisdiction's response operations.

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**D. Planning Considerations for Host Communities and Re-entry in the Puget Sound Region**

June 1, 2012



**Planning Considerations for Host  
Communities and Reentry in the Puget  
Sound Region**